

Fanshawe College

FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

Documentation (Approvals etc...)

Internet Applications and Web Development

2015

IWD1 Curriculum Modification for 2016-17

Fanshawe College

Follow this and additional works at: https://first.fanshawec.ca/cae_infotech_internetappandwebdev_documentation

CURRICULUM MODIFICATION REQUEST FORM

COURSE OR PROGRAM CURRICULUM "RATIONALE FOR CHANGE"

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Office of the Registrar

Program Requiring Changes

Program Title: Computer Systems Technician; Computer Systems Technology; Computer Programmer Analyst; Internet Applications & Web Development; Office Administration – Executive; Office Administration – General; Office Administration – Health Services		
Program Number: CTN2; CTY1; CPA2; IWD1; OAE3; OAG1; OAM4 <i>OAG1 W</i>	Date Submitted: 12/2/2015	
Dean responsible for program: David Belford	Chair: Jim Edwards	
Credential Provided: <input type="checkbox"/> Declaration of Academic Achievement <input type="checkbox"/> Local Certificate <input checked="" type="checkbox"/> Ontario College Certificate <input checked="" type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Grad Certificate <input type="checkbox"/> Degree <input type="checkbox"/> Apprenticeship		
Program Intakes: <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input type="checkbox"/> S Other:	Catalogue Year(s) Impacted: 2016/17	
Residency Requirement: <input checked="" type="checkbox"/> Met or <input type="checkbox"/> Not Met	Date of Last Program Review: Click here to enter a date.	
<i>I have read the reasons for the change and...</i>		<i>Signature and date</i>
Dean of Faculty (responsible for program):	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	<i>D Belford Dec. 2/15</i>
Dean of Faculty (impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Dean of Faculty (impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Associate Vice President Academic (required for major changes and late DAs):	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	<i>[Signature] 12/24/15</i>
Director, Centre for Academic Excellence:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	<i>Jacy Geddes Dec 15/15</i>
Office of the Registrar:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	<i>[Signature]</i>

SLCS sign reg'd - attached email
Regional

Please answer each of the questions below, if applicable. Missing or incomplete information may delay review of the proposed changes.

1.0 Describe proposed change(s). Complete Appendix A (if necessary) and amend SDAR (Refer to Appendix C).

Replacing common COMM courses with new 2016/17 common COMM courses created by Language and Liberal Studies.

CTN2 – COMM-3077 replaces COMM-3047
CTY1 – COMM-3077 replaces COMM-3047
CPA2 – COMM-3077 replaces COMM-3047
IWD1 – COMM-3077 replaces COMM-3047
OAE3 – COMM-3079 replaces COMM-3043
OAG1 – COMM-3079 replaces COMM-3043
OAM4 – COMM-3079 replaces COMM-3043

COMM-3077 – Communications for IT
COMM-3047 – Communication for IT Professionals ✓

COMM-3079 – Communications for Office Admin.
COMM-3043 – Professional Comm for Office Environment ✓

2.0 Reason/Rationale for Changes

2.1 The reason for the change is based on:

- ☐ A recent program review
- ☐ College Advisory Committee feedback
- ☐ Program Advisory Committee feedback
- ☐ Student feedback
- ☐ KPI results
- ☐ Accreditation or other regulatory requirements
- ☒ Shared curriculum
- ☐ Trends in the field/industry
- ☐ Other (please describe):

2.2 Does the change support the College's Strategic Framework (mission, vision, values)?

- ☒ Yes
- ☐ No (If no, please explain)

2.3 What strategic goal(s) does the proposed change support?

- ☐ Goal 1 - Enrolment growth
- ☐ Goal 2 - Flexible delivery options
- ☒ Goal 3 - Premier student experience
- ☐ Goal 4 - Sustainable College life

3.0 Students

3.1 Will the change affect the cost of the program for students?

- ☐ Yes
- ☒ No

3.2 If yes, there will be an additional cost for:

- ☐ Materials (Include details):
- ☐ Equipment (Include details):
- ☐ Other (Please describe):

4.0 Program Learning Outcomes

4.1 Will the proposed change meet the Program Vocational Learning Outcomes? (Complete Appendix B)

- ☒ Yes
- ☐ No

4.2 Are there any implications related to progression because of pre-requisite courses (and/or co-requisite courses)?

- ☒ No
- ☐ Yes (If yes, please explain)

5.0 Relationships with Other Programs

5.1 Are any of the courses impacted by the change provided by another School (e.g., SLLS, LKSB) and/or delivered at another campus?

- ☐ No
- ☒ Yes

5.2 What Schools/Campuses will be impacted by the proposed change?

- ☒ School of Information Technology
- ☐ Lawrence Kinlin School of Business
- ☐ School of Tourism and Hospitality
- ☐ School of Health Sciences
- ☐ School of Human Services
- ☐ School of Nursing
- ☐ School of Public Safety

- ☐ School of Contemporary Media
- ☐ School of Design
- ☒ School of Language and Liberal Studies
- ☐ School of Aviation Technology
- ☐ School of Applied Sciences and Technology
- ☐ Donald J. Smith School of Building Technology
- ☐ School of Transportation Technology
- ☐ Continuing Education
- ☐ Simcoe/Norfolk Regional Campus
- ☒ Woodstock/Oxford Regional Campus
- ☐ St Thomas/Elgin Regional Campus

5.3 Will the change affect pathway agreements (e.g., bridging, articulations, laddering, advanced standing) with other Fanshawe program(s) and/or other institution(s)?
(Refer to the pathway agreements listed here: <http://transferagreements.fanshawec.ca/>)

- ☒ No
- ☐ Yes (If yes, indicate when you will notify the other Fanshawe program(s) and/or other institution(s) of the change)

5.4 If this program is a Co-Operative Education program, will the proposed change impact Co-op?

- ☒ No
- ☐ Yes (If yes, consult with the Co-op office prior to submission)

6.0 Resource Implications of Proposed Changes

6.1 Will the proposed change have staffing implications?

- ☒ No
- ☐ Yes (If yes, please explain)

6.2 Will the proposed change impact any of the Enabling areas?

- ☒ No
- ☐ Yes (If yes, please explain)

6.3 Will the proposed change affect space and/or technology requirements?

- ☒ No
- ☐ Yes (If yes, please explain)

7.0 General College Requirements

7.1 Are changes consistent with Colleges policies/practices?

- ☒ Yes
- ☐ No (If no, please explain)

7.2 Indicate:

No change to program hours for CTN2, CTY1, CPA2, IWD1, OAE3, OAG1, OAM4

- i) Total program hours before proposed change: *see above comment*
- ii) Total program hours after proposed change: *see above comment*
- iii) Level(s) in which the proposed change(s) occurs:
CTN2, CTY1, CPA2, IWD1: Level 3
OAE3, OAG1, OAM4: Level 2

7.2.1 Are the total program hours consistent with the requirements as listed below?

- ☒ Yes
☐ No (If no, please explain)

Local Certificate - 300 hours	Ontario College Certificate - 600 hours
Diploma - 1200 to 1400 hours	Advanced Diploma - 1800 to 2000 hours
Graduate Certificate - 600 hours	

7.3 Will the program meet the General Education requirements (Policy 2-B-02) as listed below?

- ☐ No
☒ Yes

Local Certificate, Ontario College Certificate and Graduate Certificate - none required)	Diploma - 3 required (minimum of 1 must be an elective)	Advanced Diploma - 4 required (minimum of 2 must be electives)
-------------------------------------------------------------------------------------------------	----------------------------------------------------------------	-----------------------------------------------------------------------

7.4 Will the program have 25% distinct curriculum to meet the Residency Requirement of 25% credit units? Consider all pathway agreements (e.g., bridging, internal articulations, laddering, advanced standing) with other Fanshawe programs and/or other institutions.

- ☐ No
☒ Yes

Note: In accordance with POLICY NUMBER: 2-B-17 Graduation from Approved College Programs

...to be eligible for any College Credential a student must be enrolled and complete at least 25% of that program's credit units at Fanshawe College, unless stipulated differently by other approving bodies such as the Postsecondary Education Quality Assessment Board (PEQAB).

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Degree Audit Report

Office of the Registrar

Catalog: 2016/2017

Program: CTN2

Name: Computer Systems Technician

Department: ITY - Information Technology

Academic Level: PS

CCD: 8 - 4AcadSem/1200-1400hrs

Credential: Ontario College Diploma

Grade Scheme: LG2

Major: CTN2 - Computer Systems Technician

Div: ITY - Information Technology Division

Co-Op Indicator: N/A

Academic Program Requirement

Total Credits: 83.00

Residency Reqmt: 21.00

GPA Requirement: 2.000

Residency Reqmt GPA: 2.000

Minimum Grade: D

Academic Requirement: CTN2.16 Computer Systems Technician

Major: CTN2

Grade Scheme: LG2

Minimum GPA: 2.000

Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:

Group 1

		Total Hours	Total Credits	GE
BUSI-1156	Strategies for Success	14.00	1.00	
INFO-1135	Networking Fundamentals-CCNA	75.00	5.00	
INFO-1150	Programming Fundamentals	75.00	5.00	
INFO-1120	Database Fundamentals	45.00	3.00	
INFO-1178	Configuring Windows Client	45.00	3.00	

Group 2

TAKE WRIT-1043 OR WRIT-1034

		Total Hours	Total Credits	GE
WRIT-1043	Reason & Writing 1 for IT	45.00	3.00	
WRIT-1034	Reason & Writing 1 - EAP	60.00	4.00	

Subrequirement: Level 2

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
INFO-1167	Business At the Speed of Light	45.00	3.00	**
INFO-3118	Routing & Switching Essentials-CCNA	75.00	5.00	
MGMT-3052	Understanding Workplace Behaviours	45.00	3.00	**
INFO-1180	Computer Hardware & Data Centre Elements	45.00	3.00	
INFO-1179	Windows Server Fundamentals	60.00	4.00	
INFO-1124	Computer Security Concepts	45.00	3.00	

Subrequirement: Level 3

Take all of the following Mandatory Courses:

Total Total GE
Hours Credits

Degree Audit Report

INFO-3014	Database Servers	45.00	3.00
INFO-1181	Linux Operating Systems-Intro	45.00	3.00
INFO-3119	Scaling Networks-CCNA	75.00	5.00
COMM-3077 COMM-3047	Communication for IT Professionals	45.00	3.00
INFO-3116	Microsoft Exchange Server	45.00	3.00
INFO-3115	Administering Windows Servers	60.00	4.00

Subrequirement: Level 4

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MGMT-3036	Professional Development-Career Planning	45.00	3.00	
INFO-5108	Windows Servers-Adv	60.00	4.00	
INFO-3117	Linux Operating Systems-Inter	45.00	3.00	
INFO-5109	WAN Protocols-CCNA	60.00	4.00	
INFO-5110	Technical Project	60.00	4.00	

Subrequirement: Gen Ed - Electives

Take 3 General Education Credits -

Normally taken in Level 4

Subrequirement: Program Residency

Students Must Complete a Minimum of 21 credits in this
program at Fanshawe College to meet the Program Residency
requirement and graduate from this program

JW Edward
Approved By Chair/Manager:

AL Sullivan
Approved by Dean:

General Education Approved By(as appropriate):

ICT Oct 15/15
Department and Date:

Oct. 27/15
Date:

Date:

PC
12/24/15

~~NO CHANGES~~

Degree Audit Report

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Office of the Registrar

Catalog: 2016/2017

Program: CTY1

Name: Computer Systems Technology

Department: ITY - Information Technology

Academic Level: PS

CCD: 9 - 6AcadSem/1800-2100hrs

Credential: Ontario College Advanced Dipl

Grade Scheme: LG2

Major: CTY1 - Computer Systems Technology

Div: ITY - Information Technology Division

Co-Op Indicator: Mandatory Co-op

Academic Program Requirement

Total Credits: 130.00

Residency Reqmt: 33.00

GPA Requirement: 2.000

Residency Reqmt GPA: 2.000

Minimum Grade: D

Academic Requirement: CTY1.16 Computer Systems Technology

Major: CTY1

Grade Scheme: LG2

Minimum GPA: 2.000

Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:

Group 1

		Total Hours	Total Credits	GE
BUSI-1156	Strategies for Success	14.00	1.00	
INFO-1135	Networking Fundamentals-CCNA	75.00	5.00	
INFO-1150	Programming Fundamentals	75.00	5.00	
INFO-1120	Database Fundamentals	45.00	3.00	
INFO-1178	Configuring Windows Client	45.00	3.00	

Group 2

TAKE WRIT-1043 OR WRIT-1034

		Total Hours	Total Credits	GE
WRIT-1043	Reason & Writing 1 for IT	45.00	3.00	
WRIT-1034	Reason & Writing 1 - EAP	60.00	4.00	

Subrequirement: Level 2

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
INFO-1167	Business At the Speed of Light	45.00	3.00	**
INFO-3118	Routing & Switching Essentials-CCNA	75.00	5.00	
MGMT-3052	Understanding Workplace Behaviours	45.00	3.00	**
INFO-1180	Computer Hardware & Data Centre Elements	45.00	3.00	
INFO-1179	Windows Server Fundamentals	60.00	4.00	
INFO-1124	Computer Security Concepts	45.00	3.00	

Subrequirement: Level 3

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
INFO-1181	Linux Operating Systems-Intro	45.00	3.00	

Degree Audit Report

INFO-3014	Database Servers	45.00	3.00
INFO-3119	Scaling Networks-CCNA	75.00	5.00
COMM-3047	Communication for IT Professionals	45.00	3.00
COOP-1020	Co-operative Education Employment Prep	6.00	1.00
INFO-3116	Microsoft Exchange Server	45.00	3.00
INFO-3115	Administering Windows Servers	60.00	4.00

Subrequirement: Level 4

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MGMT-3036	Professional Development-Career Planning	45.00	3.00	
INFO-5108	Windows Servers-Adv	60.00	4.00	
INFO-3117	Linux Operating Systems-Inter	45.00	3.00	
INFO-5109	WAN Protocols-CCNA	60.00	4.00	
INFO-5110	Technical Project	60.00	4.00	

Subrequirement: Level 5

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
INFO-3094	Security: Firewalls	45.00	3.00	
INFO-5081	Advanced Routing-CCNP	60.00	4.00	
INFO-5082	Multilayer Switching-CCNP	60.00	4.00	
INFO-5096	Managing & Budgeting Technical Projects	45.00	3.00	
INFO-5097	Mobile Technologies	60.00	4.00	
INFO-5098	Virtualization & Data Management	75.00	4.00	

Subrequirement: Level 6

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
INFO-3099	Scripting for Systems Administration	45.00	3.00	
INFO-5112	Cloud Services	60.00	4.00	
INFO-5099	Voice over IP & QoS	60.00	4.00	
INFO-5105	Technical Project-Adv	90.00	6.00	
INFO-5111	Linux Operating Systems-Adv	60.00	4.00	

Subrequirement: Gen Ed - Electives

Take 6 General Education credits -

Normally taken in Levels 4 and 6

Subrequirement: Program Residency

Students Must Complete a Minimum of 33 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program

W Edwards
Approved By Chair/Manager:
W Edwards
Approved by Dean:

ITC Oct 15/15
Department and Date:
Oct. 27/15
Date:

RP/4/15

General Education Approved By(as appropriate):

Date:

Degree Audit Report

Catalog: 2016/2017

Program: CPA2

Department: ITY - Information Technology

Academic Level: PS

CCD: 9 - 6AcadSem/1800-2100hrs

Credential: Ontario College Advanced Dipl

Grade Scheme: LG2

Major: CPA2 - Computer Programmer Analyst

Co-Op Indicator: Mandatory Co-op

Name: Computer Programmer Analyst

Div: ITY - Information Technology Division

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Academic Program Requirement

Total Credits: 118.00

GPA Requirement: 2.000

Minimum Grade: D

Residency Reqmt: 30.00

Residency Reqmt GPA: 2.000

Academic Requirement: CPA2.16 Computer Programmer Analyst

Major: CPA2

Grade Scheme: LG2

Minimum GPA: 2.000

Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:

Group 1

		Total Hours	Total Credits	GE
BUSI-1156	Strategies for Success	14.00	1.00	
INFO-1135	Networking Fundamentals-CCNA	75.00	5.00	
INFO-1150	Programming Fundamentals	75.00	5.00	
INFO-1120	Database Fundamentals	45.00	3.00	
INFO-1178	Configuring Windows Client	45.00	3.00	

Group 2

TAKE WRIT-1043 OR WRIT-1034

		Total Hours	Total Credits	GE
WRIT-1043	Reason & Writing 1 for IT	45.00	3.00	
WRIT-1034	Reason & Writing 1 - EAP	60.00	4.00	

Subrequirement: Level 2

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
INFO-1167	Business At the Speed of Light	45.00	3.00	**
INFO-1148	Web Design	60.00	4.00	
INFO-3061	Object Oriented Programming with Java	45.00	3.00	
INFO-3104	Relational Databases & SQL	45.00	3.00	
INFO-1156	Object Oriented Programming with C++	60.00	4.00	
MGMT-3052	Understanding Workplace Behaviours	45.00	3.00	**

Subrequirement: Level 3

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
INFO-3070	Client/Server Application Development	45.00	3.00	
INFO-5052	Advanced Databases	45.00	3.00	
INFO-5055	OO Analysis & Modeling	90.00	6.00	
MATH-3045	Mathematics of Computing	45.00	3.00	
COMM-3047	Communication for IT Professionals	45.00	3.00	
COOP-1020	Co-operative Education Employment Prep	6.00	1.00	

COMM-3077

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Subrequirement: Level 4

Take all of the following Mandatory Courses:

Group 1

		Total Hours	Total Credits	GE
INFO-3067	ASP.NET Programming with C#	45.00	3.00	
INFO-3109	Patterns in Software 1	45.00	3.00	
INFO-3110	Programming with XML	45.00	3.00	
INFO-5051	Java-Adv	45.00	3.00	
MGMT-3036	Professional Development-Career Planning	45.00	3.00	

Group 2

Take INFO-3105 or INFO-3111

		Total Hours	Total Credits	GE
INFO-3105	System Z COBOL Programming	45.00	3.00	
INFO-3111	C++ Graphics Programming	45.00	3.00	

Subrequirement: Level 5

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
INFO-3069	Web Applications & Technologies	45.00	3.00	
INFO-3112	Managing Software Projects-Applied 1	45.00	3.00	
INFO-5060	Component-based Programming with .NET	45.00	3.00	
INFO-5100	Patterns in Software 2	45.00	3.00	
INFO-5101	C# Advanced Topics	45.00	3.00	
INFO-5102	GUI Development	45.00	3.00	

Subrequirement: Level 6

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
INFO-3068	Secure Computing	45.00	3.00	
INFO-3097	Mobile Development	45.00	3.00	
INFO-5059	Java EE Client/Server Applications	45.00	3.00	
INFO-5103	Managing Software Projects-Applied 2	75.00	5.00	
INFO-5104	C++ Advanced Topics	45.00	3.00	


Subrequirement: Gen Ed - Electives

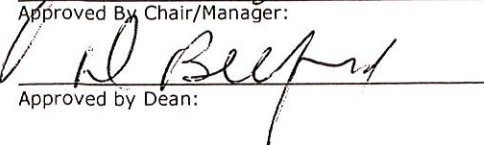
Take 6 General Education Credits -


Normally taken in Levels 5 and 6

Subrequirement: Program Residency

Students Must Complete a Minimum of 30 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program


Approved By Chair/Manager:


Approved by Dean:


174 Dec 3/15
Department and Date:

Dec 3/15
Date:

General Education Approved By(as appropriate):

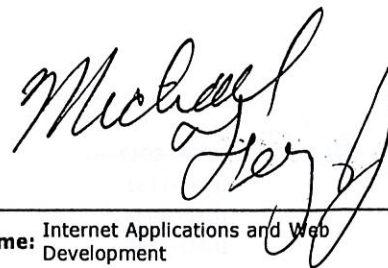
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~~No changes~~

Degree Audit Report


Office of the Registrar
Catalog: 2016/2017

Program: IWD1

Name: Internet Applications and Web Development

Department: ITY - Information Technology

Academic Level: PS

CCD: 8 - 4AcadSem/1200-1400hrs

Credential: Ontario College Diploma

Grade Scheme: LG2

Major: IWD1 - Internet Appl & Web Develop.

Div: ITY - Information Technology Division

Co-Op Indicator: N/A

Academic Program Requirement

Total Credits: 78.00

Residency Reqmt: 20.00

GPA Requirement: 2.000

Residency Reqmt GPA: 2.000

Minimum Grade: D

Academic Requirement: IWD1.16 Internet Applications and Web Development

Major: IWD1

Grade Scheme: LG2

Minimum GPA: 2.000

Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:

Group 1

		Total Hours	Total Credits	GE
BUSI-1156	Strategies for Success	14.00	1.00	
INFO-1120	Database Fundamentals	45.00	3.00	
INFO-1135	Networking Fundamentals-CCNA	75.00	5.00	
INFO-1150	Programming Fundamentals	75.00	5.00	
INFO-1178	Configuring Windows Client	45.00	3.00	

Group 2

TAKE WRIT-1043 OR WRIT-1034

		Total Hours	Total Credits	GE
WRIT-1043	Reason & Writing 1 for IT	45.00	3.00	
WRIT-1034	Reason & Writing 1 - EAP	60.00	4.00	

Subrequirement: Level 2

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
INFO-1148	Web Design	60.00	4.00	
INFO-3114	OOP for Web Development	45.00	3.00	
INFO-3091	ASP.NET Programming	60.00	4.00	
INFO-3104	Relational Databases & SQL	45.00	3.00	
MGMT-3052	Understanding Workplace Behaviours	45.00	3.00	**
INFO-1167	Business At the Speed of Light	45.00	3.00	**

Subrequirement: Level 3

Take all of the following Mandatory Courses:

Total	Total	GE
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COMM-3077	COMM-3047	Communication for IT Professionals	Hours	Credits
	INFO-1131	Graphics	45.00	3.00
	INFO-3069	Web Applications & Technologies	45.00	3.00
	INFO-3086	Web Standards	45.00	3.00
	INFO-3113	Mobile Web Development	45.00	3.00
	INFO-3106	LAMP 1	75.00	5.00

Subrequirement: Level 4

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

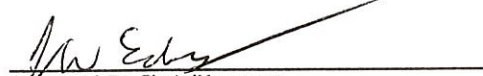
		Total Hours	Total Credits	GE
INFO-3084	Security	45.00	3.00	
INFO-3085	Web Servers	45.00	3.00	
INFO-5054	Application Project	45.00	3.00	
INFO-5064	Web Programming with XML	45.00	3.00	
INFO-5094	LAMP 2	45.00	3.00	

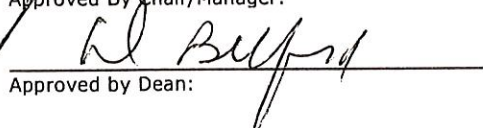
Subrequirement: Gen Ed - Electives

Take 3 General Education Credits - Normally taken in Level 4

Subrequirement: Program Residency

Students Must Complete a Minimum of 20 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program


 Approved By Chair/Manager:


 Approved by Dean:

General Education Approved By(as appropriate):


 Department and Date:


 Date:

Date:


 12/24/15

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Degree Audit Report*No changes*
*SM***Office of the Registrar**

Catalog: 2016/2017

Program: OAG1**Name:** Office Administration-General**Department:** ITY - Information Technology**Academic Level:** PS**CCD:** 7 - 2AcadSem/600-700 hrs**Credential:** Ontario College Certificate**Grade Scheme:** LG2**Major:** OAG1 - Office Admin - General**Div:** ITY - Information Technology Division**Co-Op Indicator:** N/A**Academic Program Requirement****Total Credits:** 39.00**Residency Reqmt:** 10.00**GPA Requirement:** 2.000**Residency Reqmt GPA:** 2.000**Minimum Grade:** D**Academic Requirement: OAG1.16 Office Administration - General****Major:** OAG1**Grade Scheme:** LG2**Minimum GPA:** 2.000**Minimum Grade:****Subrequirement: Level 1**

Take all of the following Mandatory Courses:

Group 1

		Total Hours	Total Credits	GE
ACCT-1034	Accounting Fundamentals	60.00	4.00	
ADMN-1014	Administrative Documentation 1	56.00	4.00	
MATH-1143	Fundamental Mathematics for Business	42.00	3.00	
MGMT-3052	Understanding Workplace Behaviours	45.00	3.00	**
BUSI-1156	Strategies for Success	14.00	1.00	

Group 2

TAKE WRIT-1032 OR WRIT-1034

		Total Hours	Total Credits	GE
WRIT-1032	Reason & Writing - Business 1	45.00	3.00	
WRIT-1034	Reason & Writing 1 - EAP	60.00	4.00	

Subrequirement: Level 2

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
ACCT-3045	Accounting 2	60.00	4.00	
ADMN-3006	Administrative Documentation 2	56.00	4.00	
ADMN-1013	Office Procedures & Strategies	60.00	4.00	
COMP-1100	Spreadsheet Design and Production	45.00	3.00	
COMP-3019	Principles of Dynamic Presentations	42.00	3.00	
COMM-3043	Professional Comm for Office Environment	45.00	3.00	

COMM-3079

*Communications for Office Administration***Subrequirement:** Program Residency

Degree Audit Report

Students Must Complete a Minimum of 10 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program

JW Edwards
Approved By Chair/Manager:

LB Beland
Approved by Dean:

General Education Approved By(as appropriate):

ITT Oct 15/15
Department and Date:

Oct. 27/15
Date:

Date:

TR
12/24/15

AS ...

RECEIVED

DEC 01 2015

Degree Audit Report

No changes
SM

Office of the Registrar

Catalog: 2016/2017

Program: OAG1W**Name:** Office Administration-General**Department:** OXF - Woodstock/Oxford Campus**Academic Level:** PS**CCD:** 7 - 2AcadSem/600-700 hrs**Credential:** Ontario College Certificate**Grade Scheme:** LG2**Major:** OAG1 - Office Admin - General**Div:** ITY - Information Technology Division**Co-Op Indicator:** N/A**Academic Program Requirement****Total Credits:** 39.00**Residency Reqmt:** 10.00**GPA Requirement:** 2.000**Residency Reqmt GPA:** 2.000**Minimum Grade:** D**Academic Requirement: OAG1.16 Office Administration - General****Major:** OAG1**Grade Scheme:** LG2**Minimum GPA:** 2.000**Minimum Grade:****Subrequirement: Level 1**

Take all of the following Mandatory Courses:

Group 1

		Total Hours	Total Credits	GE
ACCT-1034	Accounting Fundamentals	60.00	4.00	
ADMN-1014	Administrative Documentation 1	56.00	4.00	
MATH-1143	Fundamental Mathematics for Business	42.00	3.00	
MGMT-3052	Understanding Workplace Behaviours	45.00	3.00	**
BUSI-1156	Strategies for Success	14.00	1.00	

Group 2

TAKE WRIT-1032 OR WRIT-1034

		Total Hours	Total Credits	GE
WRIT-1032	Reason & Writing - Business 1	45.00	3.00	
WRIT-1034	Reason & Writing 1 - EAP	60.00	4.00	

Subrequirement: Level 2

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
ACCT-3045	Accounting 2	60.00	4.00	
ADMN-3006	Administrative Documentation 2	56.00	4.00	
ADMN-1013	Office Procedures & Strategies	60.00	4.00	
COMP-1100	Spreadsheet Design and Production	45.00	3.00	
COMP-3019	Principles of Dynamic Presentations	42.00	3.00	
COMM-3043	Professional Comm for Office Environment	45.00	3.00	

COMM-3079

*Communications for Office Administration***Subrequirement: Program Residency**

Degree Audit Report

Students Must Complete a Minimum of 10 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program

[Handwritten signature]

12/24/15

[Handwritten signature: JW Edwards]
 Approved By Chair/Manager:

ITT Oct 15/15
 Department and Date:

[Handwritten signature: D. Belfrage]
 Approved by Dean:

Oct. 27/15
 Date:

General Education Approved By(as appropriate):

Date:

RECEIVED

DEC 01 2015

Page 1 of 2

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Office of the Registrar Degree Audit Report

Catalog: 2016/2017

Program: OAM4 **Name:** Office Administration - Health Services
Department: ITY - Information Technology
Academic Level: PS
CCD: 8 - 4AcadSem/1200-1400hrs
Credential: Ontario College Diploma
Grade Scheme: LG2
Major: OAM4 - Office Admin - Health Services **Div:** ITY - Information Technology Division
Co-Op Indicator: N/A

Academic Program Requirement

Total Credits: 79.60 **Residency Reqmt:** 20.00
GPA Requirement: 2.000 **Residency Reqmt GPA:** 2.000
Minimum Grade: D

Academic Requirement: OAM4.16 Office Administration - Health Services

Major: OAM4
Grade Scheme: LG2
Minimum GPA: 2.000
Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:
Group 1

		Total Hours	Total Credits	GE
ACCT-1034	Accounting Fundamentals	60.00	4.00	
ADMN-1014	Administrative Documentation 1	56.00	4.00	
MATH-1143	Fundamental Mathematics for Business	42.00	3.00	
BUSI-1156	Strategies for Success	14.00	1.00	
MGMT-3052	Understanding Workplace Behaviours	45.00	3.00	**

Group 2

TAKE WRIT-1032 OR WRIT-1034

		Total Hours	Total Credits	GE
WRIT-1032	Reason & Writing - Business 1	45.00	3.00	
WRIT-1034	Reason & Writing 1 - EAP	60.00	4.00	

Subrequirement: Level 2

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
ACCT-3045	Accounting 2	60.00	4.00	
ADMN-3006	Administrative Documentation 2	56.00	4.00	
ADMN-1013	Office Procedures & Strategies	60.00	4.00	
COMP-1100	Spreadsheet Design and Production	45.00	3.00	
COMP-3019	Principles of Dynamic Presentations	42.00	3.00	
COMM-3079	Professional Comm for Office Environment	45.00	3.00	

COMM-3079

Communications for Office Administration

Subrequirement: Level 3

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

Total Total GE

Degree Audit Report

		Hours Credits	
ADMN-3014	Medical Office Procedures 1	75.00	5.00
ADMN-1042	Medical Terminology 1	45.00	3.00
COMP-5047	Medical Spreadsheet Applications	45.00	3.00
ADMN-3002	Canadian Business in the Global Economy	45.00	3.00
ACCT-3049	Electronic Scheduling & Billing1	42.00	3.00
SFTY-1056	General Health & Safety-Field Placement	2.00	0.00

**

Subrequirement: Level 4

Take all of the following Mandatory Courses:

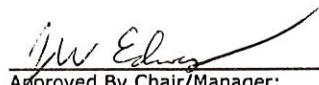
		Total Hours	Total Credits	GE
ACCT-5016	Electronic Scheduling & Billing 2	30.00	2.00	
ADMN-5004	Medical Office Procedures 2	50.00	3.00	
ADMN-5005	Medical Terminology 2	50.00	3.00	
COMP-5049	Medical Database Management	40.00	3.00	
WRKE-5001	Medical Work Placement	180.00	6.60	
COMP-5066	Medical Transcription	40.00	3.00	

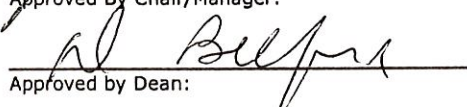
Subrequirement: Gen Ed - Electives

Take 3 General Education Credits -
Normally taken in Level 3

Subrequirement: Program Residency

Students Must Complete a Minimum of 20 credits in this
program at Fanshawe College to meet the Program Residency
requirement and graduate from this program


Approved By Chair/Manager:


Approved by Dean:

General Education Approved By(as appropriate):

ITK Nov 4/15
Department and Date:

Nov. 25/15
Date:

Date:


2/24/15

de Groot, Elizabeth

From: Bugorski, Jessica
Sent: Wednesday, December 23, 2015 10:33 AM
To: de Groot, Elizabeth
Cc: Pearce, Helen; Gedies, Tracy; Gremaud, Tony
Subject: RE: Curriculum Modification Requests affecting SLLS - approval requested

Hi Elizabeth,

As far as I know, all of these are correct. Tony Gremaud would know best, but he is away until January 4th. If you are on a timeline, please move forward as I know he has been working closely with all of the areas to make sure everything is accurate.

Thanks,
Jess

Jessica Bugorski
Acting Chair, School of Language & Liberal Studies

School of Language & Liberal Studies (A2003)
1001 Fanshawe College Blvd. London, ON N5Y 5R6
T: 519-452-4430 x4704 | F: 519-451-5965
jbugorski@fanshawec.ca
www.fanshawec.ca



From: de Groot, Elizabeth
Sent: Friday, December 18, 2015 12:29 PM
To: Bugorski, Jessica <jbugorski@fanshawec.ca>
Cc: Pearce, Helen <hpearce@fanshawec.ca>; Gedies, Tracy <TGedies@fanshawec.ca>
Subject: Curriculum Modification Requests affecting SLLS - approval requested

Good Morning Jessica,

We have received several Curriculum Modification Requests here is CAE in which the requested changes affect SLLS. Tracy asked me to follow up with you to ensure that you were aware of the changes and approved. I have listed the changes below for each program. Please let me know as soon as possible if we are good to move forward with these changes.

COMM-3080 (Comm for Tourism and Hospitality) replaces COMM-3041 (Professional Communications for Tour/Hosp)

1. Food Nutrition Management (FNM1)
2. Golf and Club Management (GRM2 & GRM3)
3. Hospitality Management – Food and Beverage (FBM3 & FBM4)
4. Hospitality – Hotel and Resort Service Management (HTM5 & HTM6)
5. Special Events Planning (SEP1)
6. Tourism – Travel (TTC5)

COMM-3077 (Communication for IT) replaces COMM-3047 (Communications for IT Professionals)

7. Computer Systems Technician (CTN2)

8. Computer Systems Technology (CTY1)
9. Computer Programmer Analyst (CPA2)
10. Internet Applications and Web Development (IWD1)

COMM-3079 (Communications for Office Administration) replaces COMM-3043 (Profession Comm for Office Environment)

11. Office Administration – General (OAG1)
12. Office Administration – General (OAG1W)
13. Office Administration – Health Services (OAM4)
14. Office Administration – Executive (OAE3)

If you need more information in order to approve, please let me know and I can scan you the entire package.

Thank you,

Elizabeth de Groot
Assistant to the Director

Centre for Academic Excellence
Quality through Collaboration
1001 Fanshawe College Blvd. London, ON N5Y 5R6
T: 519-452-4430 x4407
e_degroot@fanshawec.ca
www.fanshawec.ca



de Groot, Elizabeth

From: Derer, Donna
Sent: Thursday, December 24, 2015 9:22 AM
To: de Groot, Elizabeth; Wells, Lisa
Cc: Gedies, Tracy
Subject: RE: Curriculum Modification - OAG1W

We have no problems with the change. Thanks for checking.

Donna Derer, BA, M.Ed.

Chair

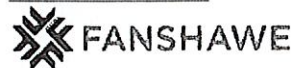
Woodstock/Oxford Regional Campus

369 Finkle St. Woodstock, ON N4V 1A3

T: 519-421-0144 x 222 | C: 519-495-3827 | F: 519-539-3870

dderer@fanshawec.ca

www.fanshawec.ca



From: de Groot, Elizabeth
Sent: December 23, 2015 3:23 PM
To: Derer, Donna; Wells, Lisa
Cc: Gedies, Tracy
Subject: Curriculum Modification - OAG1W

Hi Donna and Lisa,

We have received a Curriculum Modification Request from the School of IT that included a change to the OAG1W program (see attachment). This change is to align common COMMS courses created by SLLS. Before we move forward with this request, we would like to make sure you are aware of this change and approve. If you could respond to this email and let us know if you approve or not that would be great.

Thank you,

Elizabeth de Groot

Assistant to the Director

Centre for Academic Excellence

Quality through Collaboration

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